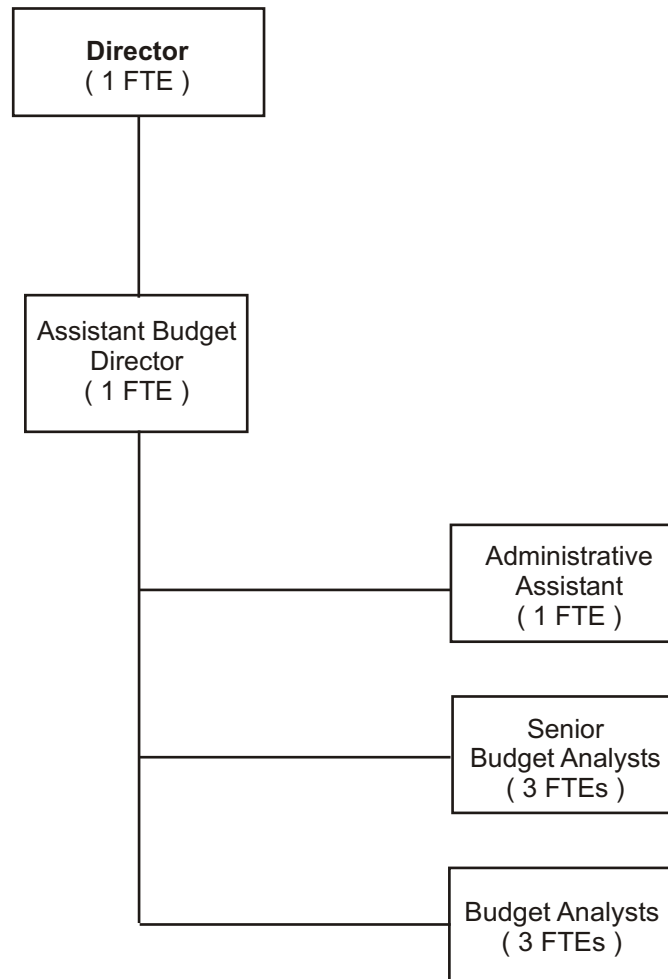




## Budget & Management Services

(9 FTEs)



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## BUDGET AND MANAGEMENT SERVICES

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### Mission:

To inform and enhance management and City Council decision-making, ensuring the accountability of all City funds while evaluating and recommending the best use of public resources.

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### PROGRAM DESCRIPTIONS

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#### Budget and Management Operations

**\$754,823**

**9 FTEs**

The department is primarily responsible for preparing the operating budget and five-year revenue/expenditure projections for all City government services. Staff will lead operational and organizational studies as identified by the City Council, City Manager's Office, department staff, and budget staff.

The department is primarily responsible for preparing the Capital Improvement Plan (CIP) and coordinating the City's process for petition and City-initiated annexations. Staff will lead the effort to establish and maintain the City's strategic plan. Additionally, staff will be responsible for conducting citizen surveys and evaluating departmental achievement of City goals and objectives.

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### RESOURCE ALLOCATION

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	Actual FY 2002-03	Adopted FY 2003-04	Estimated FY 2003-04	Adopted FY 2004-05	Change
Appropriations					
Personal Services	\$ 431,636	\$ 616,219	\$ 562,117	\$ 664,763	7.9%
Operating	101,046	84,000	62,852	90,060	7.2%
Capital		6,000	5,375	-	-100.0%
Total Appropriations	\$ 532,682	\$ 706,219	\$ 630,344	\$ 754,823	6.9%
Full Time Equivalents	7	9	9	9	0
Part-Time	-	-	-	-	-
Revenues					
Discretionary	\$ 425,709	\$ 595,219	\$ 519,344	\$ 699,823	17.6%
Program	106,973	111,000	111,000	55,000	-50.5%
Total Revenues	\$ 532,682	\$ 706,219	\$ 630,344	\$ 754,823	6.9%

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### BUDGET ISSUES FOR FY 2004-05

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- The Department will continue to invest significant time into enhancing the City's Capital Improvement Planning in order to better address the capital and maintenance needs of the City.
- The Managed Competition Citizens Committee will continue to receive staffing support from the City.
- In order to reduce expenses, Budget staff will have less access to professional development opportunities.
- In order to alleviate some of the seasonal demands on staff time during the development of the budget, Budget and Management Services will budget a small amount for part-time and intern salaries.

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### UNFUNDED OR UNDERFUNDED ITEMS

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- |   |          |
|---|----------|
| • Full time non-city agency staff (1 FTE) | \$60,000 |
| • Citizen Survey                          | \$25,000 |

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### COMPLETED INITIATIVES FOR FY 2003-04

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- The FY 2003-2004 Budget received the Distinguished Budget Document award from the Government Finance Officers Association. This is the 13th consecutive year that the City has received this award.
- The department led the City's participation in the statewide benchmarking project conducted by the Institute of Government. Comparative financial and performance data for FY 2002-03 was compiled for Police, Solid Waste Collections, Street Maintenance, Fire Service and Inspections. BMS staff was also integrally involved in the City's Performance Measurement Task Team to audit the City's performance measurement system and implement improvements to it.
- BMS staff oversaw enhancements to the Capital Improvement Plan and created a Citizen's CIP advisory committee to enhance citizen participation in the prioritization of capital needs as well as an Internal CIP Advisory Committee to improve coordination of capital projects within the city.
- The department supports the Managed Competition Initiative, a citywide effort to research, analyze and implement highly efficient, competitive and cost-effective service delivery.
- The department coordinated Coffees with Council, an effort to solicit feedback from Durham residents regarding budgetary requests for the upcoming fiscal year.
- BMS Staff processed 22 petitioned annexation requests.
- BMS Staff continued implementation of its Non-City Agency grant application and monitoring process to increase financial and programmatic integrity of the grant program.
- BMS Staff coordinated staff efforts to reorganize the Water & Sewer departments into a consolidated Utility.
- On May 17, 2004, the City Manager presented the Recommended Budget for FY 2004-05 and Capital Improvement Plan for FY 2004-FY 2010.

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### DEPARTMENT INITIATIVES FOR FY 2004-05

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- Fully update the Capital Improvement Plan.
- Continue progress with Managed Competition Initiative.
- Continue to implement restructured Non-City Agency grant monitoring process.
- Provide regular Financial Updates to the City Manager and Council.
- Enhance cost-benefit analysis of voluntary annexations.
- Enhance use of BRASS budgeting system.
- Funding for the Citizens' Satisfaction Survey is deferred until 2005-06 to be conducted every three years; therefore funding is not currently included in FY 2004-05.

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### GOALS, OBJECTIVES & STRATEGIES FOR FY 2004-05

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**GOAL:** *To ensure the City's financial health and the provision of quality services in accordance with the City Council's Community Goals.*

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**OBJECTIVE:** To project General Fund discretionary revenues to within 1% of actual revenues received.

**STRATEGY:** Budget staff will work with others, such as the Chamber of Commerce, the League of Municipalities, other City Departments, and the Durham County Tax Office to ensure that the information needed to make projections is available and updated on a routine basis.

MEASURE:	Actual FY 2003	Adopted FY 2004	Estimated FY 2004	Adopted FY 2005
Accuracy of General Fund revenue projection	-4%	±1%	-1%	±1%

**GOAL:** *To improve management and Council decision-making through fiscally and programmatically sound recommendations.*

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**OBJECTIVE:** To provide timely and accurate reports to the City Manager and the City Council to support decision-making and to disclose significant issues affecting the City's current and future financial position.

**STRATEGY:** To provide quarterly financial reports to the City Manager and City Council.

<b>MEASURE:</b>	<b>Actual FY 2003</b>	<b>Adopted FY 2004</b>	<b>Estimated FY 2004</b>	<b>Adopted FY 2005</b>
% of reports issued on schedule	100%	100%	100%	100%